

The Housing and Community Development Authority is accepting resumes for a Governor Intern position in the Community Programs Department.

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Taura Edwards at TaEdwards@IHCDA.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates MUST apply to job ID 594256 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCDA's Indianapolis headquarters and applications are being accepted February 17, 2015

Please see next page for job description.

**Community Services Block Grant
Indiana Community Needs Assessment Internship Opportunity
PCN 10050499**

Community Programs Department Overview: The Department of Community Programs provides statewide oversight and administration for the following programs and grants: Low Income Home Energy Assistance, Weatherization Assistance, Community Services Block Grant, Individual Development Accounts, the Housing Choice Voucher Program, and Homelessness Prevention Initiatives. Executive Leadership for the Department is Donna Billiard Wright, Chief Community Programs Officer.

Weatherization Assistance Program (WAP): WAP provides energy conservation measures to families at or below 200 percent of the federal poverty level. The program is funded by the Low Income Home Energy Assistance Program that is funded by the US Department of Health and Human Services and the Department of Energy.

Low Income Home Energy Assistance Program (LIHEAP): LIHEAP provides utility assistance to low income families at or below 150 percent of the federal poverty level. The program is funded by the US Department of Health and Human Services.

Indiana Home Energy Assistance Program (State EAP): State EAP provides utility assistance to low income homeowners at or below 150 percent the federal poverty level. The program is funded by mortgage foreclosure prevention funds that have been allocated through the Attorney General's Office.

Healthy Homes Initiative will use WAP, LIHEAP and State EAP funds to support a homeowner repair program that will increase the number of homes that are eligible for weatherization and create healthier and safe home environments for low income Hoosiers.

Duties of the Intern: The intern for the Healthy Homes Initiative will complete the following task associated with the research:

- Analyze various Healthy Homes Initiatives at the federal and local levels
- Develop a template for expanding the Indiana project
- Identify partnership opportunities for the state office and local agencies
- Collect and analyze data from the local service providers in the pilot program
- Research and report trends between funding, services provided, and clients served
- Oversee activities associated with the reporting and expenditures

Knowledge, Skills and Abilities: The intern should possess the following knowledge, skills and abilities for this project:

- Understanding of federally funded low-income programs
- Qualitative and quantitative program evaluation
- Ability to read and interpret federal and state legislation
- Facilitate group discussions and committee meetings about the new initiative
- Develop goals, objectives, and evaluation tools to accomplish program goals
- Ability to analyze qualitative and quantitative research